



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 200-1	Subject: OVERVIEW – FINANCIAL AND PROGRAM SERVICES SECTION	
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Applicable ACA Standards:	Revision Date: 01-09-06, 11-23-07, 08-17-09	
Signature: /s/ Karen Duncan	Effective Date: 02-10-04	
Signature: /s/ Steve Gibson		

I. BUREAU DIRECTIVE:

Regional Administrative Officers (RAOs) perform a variety of fiscal duties for the five Youth Community Corrections regions and Youth Court probation. The RAOs are responsible for maximizing funding appropriated for community and residential placement of youth in a manner which allows for the least restrictive and most cost-effective placements and/or services. RAOs pursue and collect alternative funding resources from federal, state and private entities to supplement funding of the program. Cost of care contributions from parents are established using Montana Child Support Guidelines by analyzing, evaluating and interpreting information provided by parents through personal interviews, financial affidavits and accompanying documentation, as well as information from other agencies. Other resources include, but are not limited to, Social Security income or benefits, IV-E Foster Care, Medicaid, parent/guardian private health insurance, and cost share with Department of Public Health and Human Services (DPHHS), or the Children's Health Insurance Plan (CHIP).

The RAOs maintain methods of fiscal accountability of funds appropriated for the placement of youth in family foster care, group home, shelter care, residential treatment, correctional facilities and non-placement services. Appropriated funds are managed by the Department of Corrections with placement funds allocated to Youth Courts. Program and financial services are provided to both entities; including budget status tracking and reporting, expense trends and projections, payment resolution, and reconciliation of placement expenditures and revenue collections.

RAOs provide statewide program support in interpretation of applicable laws and rules and act as Hearings Officers to conduct on-site parole revocation hearings of youth parolees. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Allocation Account - an account created by the department for each judicial district pursuant to [41-5-130, MCA](#).

Cost Containment Pool - the funds retained by the department under [41-5-132, MCA](#), for disbursement by the Cost Containment Review Panel.

Cost Containment Review Panel – the panel established in [41-5-131, MCA](#).

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Deficit - the point when a judicial district's allocation account for a given year is over-encumbered.

Prevention Incentive Funds - the funds remaining at the end of a fiscal year in the district's initial budget allocation.

III. PROCEDURES:

Procedures follow in this chapter, specifically:

[YCC 200-2: Budget Status Reports - Probation](#) (effective 02-10-04)

[YCC 200-3: Contribution for Cost of Care](#) (effective 02-10-04)

[YCC 200-4: Social Security Benefits](#) (effective 02-10-04)

[YCC 200-6: Youth Restitution Accounting](#) (effective 11-14-06)

[YCC 200-7: CAPS Trust Accounts](#) (effective 02-10-04)

[YCC 200-8: Fiscal Year End Closing](#) (effective 05-01-04)

[YCC 200-9: Income Withholding Orders](#) (effective 10-10-08)

Additional Youth Community Corrections procedures relevant to the Financial and Program Services section are:

[YCC 60-8: Restitution \(Youth\)](#)

[YCC 60-16: Child and Adult Protective Services \(CAPS\)](#)

[YCC 100-4: On-Site Hearings](#)

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Financial and Program Services Supervisor.

V. REFERENCES:

[41-5-101-130, MCA](#) [Montana Youth Court Act](#)

[41-5-1525, MCA](#) [Contribution for Costs – Order for Contribution – Exceptions - Collection](#)

[41-5-2001-2006, MCA](#) [Youth Delinquency Intervention Act](#)

[20-9-101-122, ARM](#) [Allocation of Youth Placement Funds & Youth Placement Committees](#)

[Department of Corrections Policies](#)

[Youth Community Corrections Policies and Procedures](#)

VI. ATTACHMENTS:

None